Lamar University

Educational Technology Leadership

Internship Handbook

Department of Educational Leadership

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Introduction

The Educational Technology Leadership Internship program is designed to provide an opportunity to apply the information and skills you obtain from the master’s program in a “real-world” environment. This manual is designed to guide you through the experience of applying for and completing your Educational Technology Leadership Internship. This manual also provides information on the Internship course policies and procedures with which you are expected to comply.

\*The 18-month Internship includes two components, field-based experience activities and the Internship capstone course (EDLD 5388 Internship). The Internship includes four stages: assessment, planning, implementation, and evaluation. Students entering the program on or after February 2010 will begin the field-based experience activities with their first educational technology leadership course, 5306 Concepts of Educational Technology. These activities will be aligned with state technology standards and national technology facilitation standards (Examples of approved activities are included in the appendices). A textbook, ***Technology***

***Facilitation and Leadership Standards: What Every K-12 Leader Should Kknow and Be Able to Do***, is required and will also assist you in planning your field-based experiences.

EDLD 5388 Internship will be the final course in the Educational Technology Leadership program. This is the culminating course where students will provide evidence of their expertise in educational technology leadership. In Weeks 1-4, candidates will utilize their personal wiki to post reflective responses to embedded course assignments and to technology facilitation standards. In Week 5, candidates will post an updated professional vitae to their blog and the comprehensive examination summative final report will be posted to their wiki. More detailed directions and guidance for these requirements will be discussed in web conferences and in the EDLD 5388 course documents.

\*However, because students who entered the program from November 2008 through January 2010 are the pioneers in the Lamar Academic Partnership, you will begin your field-based experience activities in your February 22, 2010 *Leadership for Accountability* course. It is imperative that you order your textbook immediately. This textbook will assist you in completing your field-based experience. In addition, the Internship application form, Site Mentor agreement, and your field-based experience plan must be submitted. These forms can be found in the appendices of this handbook.

Registration for the capstone course, EDLD 5388, will depend on your start date in the educational technology leadership programs (see chart in appendices), your receipt of the Internship Handbook, and completion of all required courses. In this five week course, you will complete the Comprehensive Examination Summative Report. This comprehensive exam will include reflections from assignments you have completed throughout your program. You will use your electronic communication wiki tool as a depository for assignments and reflections as you complete each course in the program. Students will compile each section of the Comprehensive Examination Summative Final Report as one digital document at the end of the course or on the date designated by the instructor. The electronic portolfio wiki link will be submitted to your academic coach once you actually enroll and begin your EDLD 5388 class if you begin the program in February 2010 and after.

You have reached an important stage in the development of your career as an educational technology leader. You will find that the Internship course provides an opportunity to apply the knowledge you are gaining in your courses to the everyday world of an educational technology leader and to hone the skills needed in this role.

Educational Technology Leadership Internship

Requirements

General

Maintain overall GPA of 2.0 or higher.

Web Conferences

You will be required to participate in a minimum of one web conference that will address field-based and course embedded Internship hours. You will be notified of the date(s) and time(s) of the scheduled conferences. Several important items will be discussed during the web conference(s) that will ensure your successful completion of all requirements: (1) important dates (2) explanation of field-based activities (3) overview of Internship Handbook (4) overview of all forms and (5) communication with Site Mentor.

Textbook

The Internship requires a text: Williamson, J. & Redish, T. (2009). Technology facilitation and leadership standards: what every K-12 leader should know and be able to do. Eugene, OR: International Society for Technology in Education. For ordering, the following information is essential: ISBN: 978-1-56484-252-7 and is available from <http://www.iste.org>. You will use the text in two classes, EDLD 5306 and EDLD 5388 and throughout your program.

Field-based Experience

Site Mentor Agreement.

Field-based experience plan (developed with and approved by Site Mentor).

Completion of 50 hours of field-experience.

EDLD 5388 Internship (capstone course)

Wiki posting of reflective responses to embedded assignments.

Wiki posting of technology facilitation standards reflections.

Week 5 posting of curriculum vitae and completion of all components of the comprehensive examination summative final report.

Completion of 33 credit hours of graduate study in the Educational Technology Leadership master’s program.

Graduation

Completion of 36 credit hours of graduate study in the Educational Technology Leadership master’s program.

Completion of required field-based experience hours and submission of all required reports.

Completion of comprehensive exam summative report .

Completion of all Lamar University forms for graduation.

Internship Roles

# The Role of the Site Mentor

Site Mentors lay an important role in the success of the Internship. The Site Mentor role is to provide support and direction for interns in their efforts to develop increased knowledge, skills, and personal qualities appropriate to the role of the educational technology leader. The Site Mentor can be involved in the following ways:

The intern should meet with the supervisor prior to the start of the Internship and help develop the Internship Plan, which can certainly be revised as needed throughout the Internship. The plan should include the eight Technology Facilitator Standards, the 33 Performance Indicators for Facilitators using or adapting the Performance Tasks listed in the text for each Performance Indicator. (See pages 23-26 in text for Standard I Technology Operations and Concepts.) For example: Standard I has two Performance Indicators with a total of three suggested Performance Tasks. You and the Site Mentor determine how you demonstrate the Performance Tasks.

The Site Mentor will provide coaching for strengths and for areas needing improvement. This coaching is accomplished by meeting regularly with the intern to discuss and facilitate the intern’s experiences. The Site Mentor will establish open, two-way communication and trust in the relationship with the intern. As the Site Mentor critiques activities, the focus should be on developing leadership knowledge and competencies. The Site Mentor will discuss with the intern the tasks in which he or she is engaged and help the intern learn from these experiences.

The Site Mentor will check the intern’s progress at least every two months, or more often at the discretion of the candidate and the Site Mentor. They may review the logs and/or summary sheets along the way. We are asking the Site Mentor to verify the hours earned in the campus-supervised activities at the end of the Internship. Also, at the end of the program, we will ask you to complete an evaluation called the Mentor Evaluation and to conduct an “Internship exit interview” with the intern to bring closure for that experience. The mentor may share the Mentor Evaluation at the supervisor’s discretion. The intern will print the Supervisor Evaluation and give a copy to the Site Mentor. Directions for submission are on the evaluation. The program considers this a confidential document and should be returned by the Site Mentor.

# The Role of the Academic Coach

The Academic Coach is a facilitator who provides ongoing assistance, support, and feedback to candidates as they progress through the Lamar University Educational Technology Leadership Internship Program. Academic Coaches will use courseware and email to communicate with candidates.

During the Internship, the Academic Coach’s responsibilities are to:

1. Respond to candidate questions that lie outside the scope of the Educational Technology Leadership Internship Handbook by obtaining direction from the Program Coordinator (Dr. L. Kay Abernathy) or the Lamar faculty member assigned to the Internship course.
2. Inform candidates if submissions to the Portfolio are acceptable.
3. Accept candidate Portfolio submissions that meet the specified criteria and timelines.
4. Facilitate the resolution of candidate issues throughout the Internship.

# The Role of the Intern

This Internship differs greatly from Internships of the past in which interns waited for assigned tasks or were given a limited range of experiences. In this Internship, you will be challenged to develop eight essential competencies of an Educational Technology Leader and to develop the skills necessary to assume these roles. You will plan your activities with your site supervisor based on self-assessments, leadership activities, your individual needs, and the needs of the campus or district. You will then perform the activities and follow up by evaluating your performance through reflection and consultation with the Site Mentor. In this manner, you will develop new leadership skills and habits by engaging in activities related to the ISTE/NCATE Technology Facilitation standards:

1. Demonstration of an advanced understanding of technology operations and concepts.
2. Planning, designing, and modeling effective learning environments and multiple experiences supported by technology.
3. Modeling, designing, and disseminating curriculum plans that include methods and strategies for applying technology to maximize student learning.
4. Communicating research on the use of technology to implement effective assessment and evaluation strategies.
5. Designing, developing, evaluating, and modeling products created using technology resources to improve and enhance your productivity and professional practice.
6. Understanding the social, ethical, legal, and human issues surrounding the use of technology in P-12 schools and develop program facilitating application of that understanding in practice throughout your district/region/state.
7. Coordinating development and direct implementation of technology infrastructure procedures, policies, plans, and budgets for P-12 schools.
8. Facilitating development of a shared vision for comprehensive integration of technology and foster an environment and culture conducive to the realization of the vision.

# Internship Guidelines

1. The Internship is a unique learning experience, a chance to apply theoretical knowledge directly to the real, practical operations of the school campus and, in some cases, the district.
2. The Internship is organized around eight Technology Facilitator competencies.
3. The Intern should take the self-assessments in EDLD 5306. These assessments may provide guidance in the focus of intern activities. More importantly, the assessments also provide you with information about yourself, about your attitudes and habits of mind, about others, and about how you may modify your approaches as you interact and work collaboratively with others.
4. The Internship requires a text: Williamson, J. & Redish, T. (2009). Technology facilitation and leadership standards: what every K-12 leader should know and be able to do. Eugene, OR: International Society for Technology in Education. For ordering, the following information is essential: ISBN: 978-1-56484-252-7 and is available from <http://www.iste.org>. You will use the text in two classes, EDLD 5306 and EDLD 5388 and throughout your program. Your will complete the assignments in EDLD 5306 as designated by your instructor.
5. You will learn about many essential leadership skills with [examples](#_Examples-Field-based_Internship_Act) of Internship activities related to these skills. The examples in the text will help you choose activities, or develop similar ones, for your Internship field-based activities. The Internship Activities section of this document will also guide you through this process.
6. The Intern and the Site Mentor will plan field-based activities. The Intern will log all field-based activities and inform the Site Mentor of the progress at intervals set by the mentor, but at least every two months, for the campus- or district-supervised activities. The Site Mentor will validate the hours earned in the Campus- or District-Supervised Internship Activities (a minimum of 50 hours) at the end of the Internship. Many interns find that they log more than 50 hours.
7. The Site Mentor will not be asked to give the candidate (student) intern a grade for the Internship. Rather the Site Mentor will be asked to verify the hours done under his or her supervision and fill out an evaluation called the Mentor Evaluation.
8. The intern should print and give a copy of the Handbook to the Site Mentor.

Resources for Intern

If you need help, first be sure to read the entire Educational Technology Leadership Internship Handbook. If you have questions, please contact:

1. Your colleagues! They are an excellent source of practical ideas and professional support! Strengthening your professional network is an important byproduct of successful Internship experience.
2. Your Academic Coach for questions related to Internship assignments and submission concerns.
3. Your Coach will be responsible for referring questions to Lamar University Professors so that we can send responses to all students in the Internship.
4. Technology support for questions about software or other technology-related questions (Email at: [support@academicpartnership.com](mailto:support@academicpartnership.com) or call 1-866-223-7675.).
5. Please direct all GRE, TExES, Registration/Enrollment, Appeals for Admission, and Degree Plan questions to Student Services: [luacademic@lamar.edu](mailto:luacademic@lamar.edu)
6. Please direct all Graduation Applications and Academic Probation/Suspension questions to Graduate College: [lugradstudies@lamar.edu](mailto:lugradstudies@lamar.edu)

Appendices

Forms

Internship Application

Site Mentor Agreement

Field-based experience plan

Field-based experience activity and reflection log

Resources

Educational Facilitator Leadership Standard and Tasks (Field-based experience activities examples)

Schedule for Reflective Responses to Embedded Assignment